PHILADELPHIA FOUNDATION

Stock Donation Instructions

PHILADELPHIA FOUNDATION
1835 Market Street, Suite 2410
Philadelphia, PA 19103
215 563 6417
Fax: 215 563 6882

COMMENTS:

Please fill out and send this letter to the listed individuals to initiate the transfer of your securities to the Philadelphia Foundation:

1. Your broker to initiate the transfer of your securities to Philadelphia Foundation
2. Philadelphia Foundation, attn: Siobhan Neitzel fax# 215-563-6882. (Email:snietzel@philafound.org.)
3. Philadelphia Foundation's financial advisor, Bruce Fryer at Morgan Stanley, attn. Carol Kwietnieski, fax# 610-706-5005. (Email: Carol.Kwietnieski@morganstanley.com)
4. Your Donor Services Representative: via their direct email or donorrelations@philafound.org

These steps will enable the Philadelphia Foundation to follow the transfer and credit your gift accurately and promptly.

Failure to provide a copy of the letter to your broker, Philadelphia Foundation AND to Morgan Stanley could cause unnecessary delays in processing your gift.

Please note that these instructions ARE NOT to be used for mutual fund transfers. If you would like to transfer shares of a mutual fund or have any questions, please contact Carol Kwietnieski at Morgan Stanley via Carol.Kwietnieski@morganstanley.com.

Your broker's name
Your broker's address
Your Account #:

RE: Contribution of _____Shares of _____

Dear _____:

I have decided to contribute _____ (number) shares of _____(name of stock) _____ (stock symbol) to Philadelphia Foundation for further credit to the _____ Fund (name of Philadelphia Foundation fund). Please deliver these shares to the broker for Philadelphia Foundation as follows:

Morgan Stanley
One Tower Bridge
100 Front Street—Suite 600
W. Conshohocken, PA 19428
DTC # 0015

Philadelphia Foundation
Account #665-048697-107

Attention: Carol Kwietnieski 610-260-8640 (phone) or Toll Free: 800-347-4305
610-706-5005 (fax)

The Federal I.D. number for Philadelphia Foundation Inc. is 23-1581832. If you have any questions, please either contact your donor services representative at their direct email address or at donorrelations@philafound.org or Siobhan Neitzel (215-863-8113 or sneitzel@philafound.org).

Failure to provide a copy of the letter to your broker, Philadelphia Foundation AND to Morgan Stanley could cause unnecessary delays in processing your gift.

Thank you for your help.

Sincerely,

_____
Your name

cc: Siobhan Neitzel – FAX 215-563-6882
cc: Carol Kwietnieski – FAX 610-706-5005